SARA 313 REPORTING

Purpose

This Meteorology and Air Quality Group (MAQ) procedure describes the steps taken by MAQ for the Laboratory to comply with the reporting requirement of Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA).

Scope

This procedure applies to the reporting of any toxic chemical at the Laboratory over specified thresholds in accordance with Section 313 of EPCRA.

In this procedure

This procedure addresses the following major topics:

Topic	See Page
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Hazard Control Plan

The hazard evaluation associated with this work is documented in HCP-MAQ-Office Work.

Signatures

Prepared by:	Date:	
Margie Stockton, MAQ	-	<u>4/4/02</u>
Approved by:	Date:	
Scott Miller, Regulatory Line Services Team Leader	-	<u>4/4/02</u>
Approved by:	Date:	
Terry Morgan, QA Officer	-	<u>4/4/02</u>
Work authorized by:	Date:	
Jean Dewart, MAQ Acting Group Leader	-	<u>4/8/02</u>

05/06/02

CONTROLLED DOCUMENT

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General information about this procedure

Attachments

This procedure has the following attachments:

		No. of
Number	Attachment Title	pages
1	Example Form R, for 2000 reporting year	5

History of revision

This table lists the revision history and effective dates of this procedure.

Revision	Date	Description Of Changes
0	8/30/99	New document.
1	1/4/01	Updated to reflect changes in the EPCRA
		requirements.
2	4/15/02	Minor grammatical changes to clarify meaning,
		updated Form R attachment, updated regulatory
		drivers section to reflect new lead threshold, and more
		detail added on estimating releases.

Who requires training to this procedure?

The following personnel require training before implementing this procedure:

• Individuals assigned to track and report SARA 313 chemicals procured and used at LANL.

Training method

The training method for this procedure is "**self-study**" (reading) and is documented in accordance with the procedure for training (MAQ-024)

Definitions specific to this procedure

<u>Process</u>: The preparation of a listed toxic chemical, after its manufacture, for distribution in commerce.

<u>Manufacture</u>: To produce, prepare, compound, or import a listed toxic chemical.

Otherwise use: Any activity involving a listed toxic chemical at a facility that does not fall under the definitions of "manufacture" or "process."

<u>Persistent Bioaccumulative Toxics</u>: A subset of chemicals defined by the EPA that have much lower chemical-specific thresholds for reporting under SARA Section 313. These lower thresholds first became effective for reporting year 2000.

General information, continued

References

The following documents are referenced in this procedure:

- MAQ-024, "Personnel Training"
- MAQ-309, "Chemical Procurement Tracking"

Note

Actions specified within this procedure, unless preceded with "should" or "may," are to be considered mandatory guidance (i.e., "shall").

Reporting requirements and history

Regulatory driver

The Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), Title III, Section 313, also known as the Superfund Amendment and Reauthorization Act (SARA), requires owners and operators of manufacturing, processing, and production facilities to annually report their toxic chemical releases, according to a chemical list, to all environmental mediums (air, water, land, and off-site transfers.). Executive Order 12856, dated August 3, 1993 requires all federal facilities, regardless of SIC code, to report their toxic chemical use and resulting releases under SARA 313. On October 29, 1999, the EPA promulgated a final rule lowering the thresholds for reporting under SARA Section 313 for certain persistent bioaccumulative toxic chemicals (64 FR 58666). On January 17, 2001, the EPA promulgated a final rule lowering the threshold for reporting lead and lead compounds under SARA Section 313.

Form R

The annual report required by regulation is a form produced by the EPA entitled "Form R." A completed Form R must be submitted for each SARA Section 313 toxic chemical manufactured, processed, or otherwise used in excess of SARA Section 313 thresholds. The Form R contains sections for the facility identification, chemical identification, and release estimates for all environmental media (see Attachment 1 for an example Form R).

Each year, the EPA publishes a new Form R and instruction booklet. The chapter *Forms and data requests* of this procedure contains additional information and ordering instructions.

LANL reporting history

LANL has been voluntarily filing the Form R reports since 1987. The Form R report is submitted to the EPA and the State Emergency Response Coordinator. LANL also submits a written report and Form R to the Department of Energy (DOE). The written report gives a more detailed account of how LANL determined which chemicals need to be reported, how each reportable chemical is used, how much of each chemical is used, and documents the release calculations for each reportable chemical.

Reporting deadlines

The Form R for any calendar year must be submitted on or before July 1 of the following year. This deadline is subject to change if the EPA finds it necessary to do so. Data collection and analysis should begin in January in order to meet this deadline.

Parameters used within the procedure

Section 313 chemicals

The SARA Section 313 chemical list includes over 600 chemicals and may be updated annually by the EPA. The list is posted on EPA's web site (www.epa.gov/tri) and in the Form R instruction booklet that is published annually by the EPA.

The EPA guidance, such as the TRI website, should be consulted prior to starting each reporting year analysis to determine if any chemical thresholds have changed.

Procurement data

The data initially evaluated to determine which chemicals may be reportable under SARA Section 313 are gathered from LANL's various chemical procurement systems as described in procedure MAQ-309. An initial assumption in the threshold determination is that procurement quantities are equivalent to usage quantities.

Section 313 thresholds

Any chemical identified through procurement records that has been purchased in volumes greater than 75% of threshold (rule of thumb), or in excess of 10,000 lb is further analyzed, as specified by this procedure. The 10,000 lb is chosen as a starting point because it is the most conservative threshold level of the three activity determinations defined (see definitions).

Process Threshold: 25,000 lb

Manufacture Threshold: 25,000 lb

Otherwise Use Threshold: 10,000 lb

Persistent bioaccumulative toxics thresholds

Effective beginning reporting year 2000, a subset of approximately 20 chemicals identified as persistent bioaccumulative toxics must be evaluated against much lower thresholds. The thresholds for reporting are chemical specific, typically 100 lb or 10 lb, but can be as low as 0.1 gram. For this group of chemicals, the procurement data must be evaluated against each chemical-specific threshold. Persistent bioaccumulative toxics (PBTs) used at LANL include mercury (reporting threshold 10 lb) and lead (reporting threshold 100 lb).

Parameters used within the procedure, continued

Exemptions

Toxic chemicals used in the following activities are exempt from SARA Section 313 reporting:

- Laboratory activities such as soil dissolution, ionization column recharge, and sample preservation
- Routine janitorial or facility grounds maintenance
- Employees' personal use
- Motor vehicle maintenance and operations
- Structural component of the facility

Additionally, SARA Section 313 chemicals that are contained in articles are exempt from threshold determinations and release calculations. Articles are defined as items that are formed to a specific shape or design during manufacturing and have end use functions dependent on its shape of design during use. To maintain the article exemption, the articles must not release more than 0.5 lb of any SARA Section 313 chemicals during their normal use. Examples of articles include batteries, light bulbs, and lead pipe.

Finally, SARA Section 313 includes a de minimis exemption for minimal concentrations of chemicals contained in mixtures or other trade name products. The de minimis concentrations are set by EPA at either 1% for non-carcinogens, or 0.1% for carcinogens or suspected carcinogens. The de minimis exemption cannot be used for chemicals that are persistent bioaccumulative toxics (PBTs).

Refining procurement data

Determining actual usage

Contact the user of each chemical that was procured in excess of 75% of the initial 10,000-lb threshold. A site operator or manager can provide a complete description of the processes in which the chemical is used and how much of the chemical was used during the reporting period.

After gathering information on how each large volume chemical is used, review the activity exemptions that may be applicable according to the instruction booklet mentioned earlier. Using the information provided, determine the appropriate activity (process, manufacture, and otherwise use) for the various procurement amounts. If the chemical still exceeds any specific threshold, obtain more accurate information on actual usage quantities from the site operator or manager.

Chemical use not captured through procurement records

The procurement data provide the baseline data on the amount of each SARA Section 313 chemical used. However, there are avenues for SARA Section 313 chemicals to be manufactured, processed, or otherwise used at LANL that would not be captured through procurement records. Examples of these activities include:

- Lead bullets shot at the firing range
- HE burned and HE expended at DX
- Activities involving melting, reforming and decontaminating lead shielding
- Asphalt production
- Addition of mercury to the LANSCE shutters.

Operating parameters and material throughput for these types of activities must be obtained from the Division or Group personnel. Information on the amount of SARA Section 313 chemicals manufactured, processed, or otherwise used from these activities can be calculated based on the information provided. The previous year's SARA Section 313 files should be reviewed to determine which groups to contact. Additionally, the ESH-ID database should be reviewed to determine any new activities that use SARA Section 313 chemicals that might not be captured in the procurement systems.

Refining procurement data, continued

Finalize threshold determinations

After all usage data are collected from both the procurement systems and the various activities described above, estimate an actual usage number for each chemical. Compare this actual usage number to the thresholds again to see if any have been exceeded. If they are not exceeded, the chemical does not need to be reported. If the thresholds have been exceeded, follow the steps in the block "Estimate Environmental Releases" on p. 7 to produce multi-media release estimates for each reportable chemical.

Refining threshold evaluations for PBTs

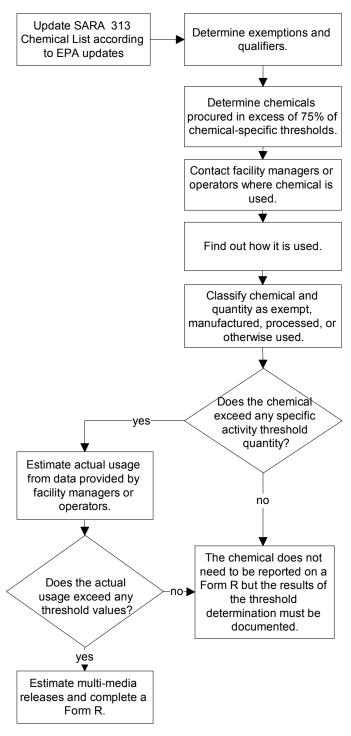
For the subset of persistent bioaccumulative toxics (PBTs), a similar analysis is done to refine the threshold evaluations. For any PBT that procurement records indicate may be near its applicable threshold (rule of thumb, 75% of the threshold), the additional analyses described above must be done. The activity exemptions described in this procedure can be applied to the PBTs. Additionally, the activity thresholds (manufactured, processed, and otherwise used) should be determined for the PBTs. The only difference is that for PBTs, the thresholds for manufactured, processed or otherwise used, are chemical-specific. Finally, for one of the PBTs, dioxin, only the manufacturing of dioxin needs to be evaluated for SARA Section 313 applicability.

Example: Chlorine

Chlorine procurements at the Laboratory in 1996 exceeded the 10,000 lb initial threshold. The bulk of the chlorine was used for water treatment. Site managers were contacted to find out how each treatment facility uses chlorine. After talking to the managers, it was determined that the "process" threshold could be applied to some of the chlorine used to treat drinking water. The process threshold is applied to a portion of the chlorine used in drinking water that is sold back to the community. The "otherwise use" threshold was applied to all other uses of chlorine for water treatment. The site managers also provided actual usage numbers. The usage numbers were compared to two different thresholds: "process" and "otherwise used." From this comparison, it was determined that chlorine did not need to be reported because the actual usage numbers were below the applicable thresholds.

Refining procurement data, continued

Steps to refine The flow chart below shows the steps necessary to determine if Form R and release estimates are required.



Estimating releases

Estimate releases

For each chemical that exceeds a threshold, a Form R must be completed. The **environmental** Form R includes information on releases to the environment via air emissions, water discharges, and waste disposal. The process for obtaining and processing these data is described in the blocks below.

Estimate air emissions

Air emissions must be reported separately for point sources and fugitive sources. Calculate and sum all sources of air emissions for each reportable chemical and include these on the Form R. Emissions may be calculated using source test data, published emission factors such as EPA AP-42, mass balance, or other engineering calculations.

Estimate water discharges

Obtain from ESH-18 wastewater data and stormwater data for specific chemicals. The data needed includes sampling analytical data for the specific reportable chemicals and the volume of wastewater and stormwater discharges into each receiving water body. Also contact the Rad Liquid Waste Treatment Facility (RLWTF) to obtain chemical-specific data for the wastewater treated and discharged there. Include chemical releases from both wastewater discharges and stormwater on the Form R.

Estimate waste disposal

Obtain chemical-specific waste disposal records from the Facility Waste Management Group (FWO-WFM). The data are provided for all disposal records containing the chemical requested in the waste profile description. Evaluate these data to take out laboratory waste, waste articles, and any other exempt waste. Report on the Form R only the amount of the reportable chemical in the waste. Therefore, for each waste record, the total weight of the waste stream must be multiplied by the concentration or percent of the reportable chemical. Then divide the data out into separate totals for each location where the waste is shipped and report on separate line items in Section 6 of the Form R.

Forms and data requests

EPA Form R

The Form R is produced by the EPA and can be downloaded from the EPA's web site (www.epa.gov/tri). Specific instructions about downloading are given on the web site.

The EPA also has a hotline where any questions about the Form R can be answered and the instructions for filling out the forms can be requested. After the form has been completed according to the instructions, mail an electronic copy in the form of a disk to the EPA; include a letter with a certification statement signed by a responsible individual. In addition, send a copy to the New Mexico Emergency Response Commission. Also send disks to DOE along with the written report for submission.

Emergency Planning, Community Right-to-Know Act (EPCRA) Hotline: 1 (800) 535-0202

EPA's Home Page: http://www.epa.gov/epahome/index.html EPA's Automated Form R website: http://www.epa.gov/tri/report.htm

Data requests

Additional data may be requested by other DOE and LANL organizations.

Records resulting from this procedure

Records

The following records generated as a result of this procedure are to be submitted as records to the records coordinator:

- Completed Form Rs
- DOE Documentation
- Procurement records showing total quantity of each SARA Section 313 chemical procured
- Documentation of threshold determinations for individual high volume chemicals
- Calculations for estimating releases

RRES-MAQ-310, R2 Attachment 1, Page 1 of 5

(IMPORTANT: Type or print; read instructions before completing form)

Form Approved OMB Number: 2070-0093 Approval Expires: 01/31/2003

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Merrifield, VA 22116-3348 ATTN: TOXIC CHEMICAL RELEASE INVENTORY For EPA use only																
Imp	Important: See instructions to determine when "Not Applicable (NA)" boxes should be checked.															
	PART I. FACILITY IDENTIFICATION INFORMATION															
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SEC	TION 2. TRAD	DE SEC	RET I	NFO	RMATION											
2.1	Are you claiming the toxic chemical identified on page 2 trade secret? Yes (Answer question 2.2; Attach substantiation forms) X No (Do not answer 2.2; Go to Section 3) Is this copy (Answer only if "YES" in 2.1)															
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SECTION 3. CERTIFICATION (Important: Read and sign after completing all form sections.) I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete and that the amounts and values in this report are accurate based on reasonable estimates using data available to the preparers of this report.																
Name	and official title of	owner/op	erator	or sen	ior managem	ent	official:				Signatu	ire:		Da	te Signed:	
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SECTION 4. FACILITY IDENTIFICATION																
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SEC	SECTION 1. TOXIC CHEMICAL IDENTITY (Important: DO NOT complete this section if you completed Section 2 below.)														
1.1	CAS Number (Important: Enter 7439976	only on	e numb	er exactly	as it appe	ears on t	he Sec	tion 313 li	st. Enter co	ategory co	de if rep	orting a	chemical		
1.2	Toxic Chemical or Chemical Co MERCURY	ategory	Name (Important	: Enter on	ily one n	ame ex	cactly as i	t appears	on the Sec	tion 313	list.)			
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SECTION 3. ACTIVITIES AND USES OF THE TOXIC CHEMICAL AT THE FACILITY (Important: Check all that apply.)															
3.1	3.1 Manufacture the toxic chemical: 3.2 Process the toxic chemical: 3.3 Otherwise use the toxic chemical:														
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* For Dioxin or Dioxin-like compounds, report in grams/year

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5.5	Disposal to land o	nsite											
5.5.1A	RCRA Subtitle C I	andfills	X NA										
5.5.1B	Other landfills		X NA										
5.5.2	Land treatment/ap	plication	X NA										
5.5.3	Surface Impoundr	nent	X NA										
5.5.4	Other disposal		X NA										
SECTION 6. TRANSFERS OF THE TOXIC CHEMICAL IN WASTES TO OFF-SITE LOCATIONS													
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SECT	SECTION 7B. ON-SITE ENERGY RECOVERY PROCESSES												
	Check here if no on-site energy recovery is applied to any waste												
	stream containing the toxic chemical or chemical category.												
, E	Energy Recovery Methods [enter 3-character code(s)]												
1 NA	1 NA 2 4 4												
SECTION 7C. ON-SITE RECYCLING PROCESSES													
X	Not Applicable (NA) - Check here if no on-site recycling is applied to any waste stream containing the toxic chemical or chemical category.												
R	ecycling Methods	enter 3-	character code	(s)]									
1. N	Α	2.		3.			4. [5.			
6.		7.		8.			9.			10.			
SECT	SECTION 8. SOURCE REDUCTION AND RECYCLING ACTIVITIES												
	Column A Column B Column C Column D Prior Year Current Reporting Year Following Year Second Following Ye												
	Prior Year Current Reporting Year Following Year (pounds/year*) (pounds/year*) Following Year (pounds/year*) (pounds/year*) (pounds/year*)												
8.1	Quantity release	ed ***		14.6			21.3	2	21.3	21.3			
8.2	Quantity used for onsite	r energy i	recovery		NA		NA	,	NA	NA			
8.3	Quantity used for offsite	or energy i	recovery		NA		NA		NA	NA			
8.4	Quantity recycle	d onsite			NA		NA		NA	NA			
8.5	Quantity recycle	d offsite			6.5		9.5		9.5	9.5			
8.6	Quantity treated	onsite			NA		NA		NA	NA			
8.7	Quantity treated	offsite			NA		NA		NA	NA			
8.8		ents, or on		a result of remedia not associated with				0,					
8.9	Production ratio	or activity	index	-				0000005.73					
8.10	Did your facility enter "NA" in Se			duction activities for Section 8.11.	or this	chemical du	uring the reporting	ng year? If not,					
	Source Redu [enter d	uction Acti code(s)]	vities		Me	ethods to Id	entify Activity (e	nter codes)					
8.10.1	NA			а.			b.		c.				
8.10.2					c.								
8.10.3			a.	b.		c.							
8.10.4				a.			b.		c.				
8.11	Is additional info			tion, recycling, or pox)	oolluti	on control a	ctivities			YES NO X			

EPA Form 9350-1 (Rev. 01/2001) - Previous editions are obsolete.

^{*} For Dioxin or Dioxin-like compounds, report in grams/year

^{***} Report releases pursuant to EPCRA Section 329(8) including "any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment." Do not include any quantity treated onsite.